

INSTRUCTIONS FOR FORM A: OPERATING BUDGET ADJUSTMENT REQUEST

Form A is to be completed for each request of budget authorization in FB 2005-07.

Sufficient supporting details must be provided. Narrative justification (Parts IV through X) should be as precise as possible with quantitative workload and/or other supporting data.

**Item Description and Preparation Instructions**1. Program ID/Org. Code

Submit request at the org. code level. A trade-off proposal includes a (+) request and an offset (-) request.

2. Date Prepared/Revised

Circle as applicable and enter date.

3. Department Priority

Assign a unique number to indicate the department priority of this request. For a trade-off proposal, the corresponding (+) and (-) adjustments should carry the same priority number.

4. Request Category

Indicate type of request, as allowed in the "Biennium Budget Guidelines."

- Governor's Priority applies to a request that reflects the Governor's initiative.
- Recurring Cost applies to the continuation of a specific appropriation authorized by the 2003 or 2004 Legislature.
- Change to Fixed Cost/Entitlement applies to a request specifically allowed under this category in the Biennium Budget "Guidelines."
- Trade-Off/Transfer applies to a (+) or (-) adjustment in a proposed swap.
- Other applies to adjustments that do not fit under the categories noted above.

5. Title of Request

Provide a brief description of the request.

6. Description

Give a full description only. Justification is in Part IV.

7. Operating Cost Summary

Summarize the total cost of the request by cost elements, position counts (permanent and temporary), and \$ amount. Provide a breakdown by all means of financing (MOF).

8. Operating Cost Details

Provide breakdown of request by MOF of each cost element.

Give specific description of cost elements.

Include position counts for permanent and temporary positions under separate columns.

Reminder: Chapter 37D, HRS, requires a separate cost element for financing agreements. See Executive Memo No. 96-17 for distinguishing criteria of this cost element.

IV. Justification of Request

Provide narrative to describe the problem and justify the request.

1. Justification of Request

- a. Identify the problem and discuss how this request will resolve it. Explain why the request is consistent with program objectives and why it is critical at this time.
- b. Provide back-up data on:
  - Current resources (funding and staffing)
  - Expenditures in prior years
  - Workload (fiscal biennium and out-years)
  - Other relevant factors
- c. Discuss impact on program performance measures (current or potential measures): measures of effectiveness, target group size, activity indicators.

2. Alternatives

Discuss alternatives considered. Explain why such alternatives were not viable.

V. Relationship of the Request to State Plan or Functional Plan

Discuss the objective, policy, and implementing action being addressed by the request.

VI. Electronic Data Processing

Discuss the personnel, equipment, software, consultant or other services being requested and future cost requirements. Also, discuss the relationship of the request to the department's DIPIRM Plan as applicable. (Note date of currently approved DIPIRM Plan.)

VII. Impact on Other State Programs/Agencies

Specify agencies and discuss impact on them. Explain whether they have been notified and are in concurrence. Coordination is the responsibility of the department and should be completed prior to budget submittal.

VIII. Impact on Facility Requirements (R&M, CIP)

Discuss whether this request will require appropriations or expenditures for rental of facilities, renovation of facilities, or capital improvements now or in the future. Have capital funds been budgeted?

IX. External Conformance Requirements (Legislative Proposals, Hawaii Statutes, Federal Mandates, Court-Ordered Mandates, OSHA Regulations, etc.)

Discuss the request's relationship to other pertinent requirements such as legislative proposals, federal/State mandates, compliance with health and safety requirements, etc. Discuss whether this request is mandated by recent legislation, whether future legislation must be submitted, and the legal requirements, if any, for this request.

Give specific statutory or legal references.

X. Other Comments